

Medical Standards Management Element (MSME)

Directions: Building 527, Aerospace Medicine, First Floor, Room 106

Hours: M 0800-1500

T 0800-1600

W 1200-1600

TH 0800-1600

Closed 3rd Thursday for Training until 1300

F 0800-1600

Clearances:

Medical Standards completes clearances for: Commissioning, Cross Training, National Guard/Reserves, Overseas **, PCS Clearance*, Profiles (Form 422), Separations & Retirements, Special Duty, Reenlistments.

Patients are requested to email (encrypted) paperwork/request for records reviews/clearances with name, request, and any documents related to your request (i.e. retirement memorandum from virtual MPF, cross training document that includes AFSC), email: 55mdg.medstandards@offutt.af.mil.

You will receive an email back with instructions and/or information about any necessary actions you need to take. Failure to include all of the above information delays completion of your paperwork.

*Members will be directed by MSME to call and schedule a face to face with their provider if PCSing to Korea

** Navy and Army overseas clearances require an appointment with the provider to fill out all of the physical paperwork PRIOR to request to MSME. This is because they need an actual physical where AF personnel only need a record review.

All emails will receive a response within 1 business day. Emailing your request provides a tracking mechanism for the member and for Medical Standards and is mandatory.

Initial Flying Class (Class III) Physicals:

Email your request to: 55amdsflyingclass@offutt.af.mil

When an IFC is requested, a medical record review is accomplished to ensure that you are medically qualified to retrain into the specified AFSC. After the record review is completed, a technician will contact you. You must complete the online medical history at <http://pepp.afms.mil/pepp/pmhe>. You will not be scheduled for an appointment until this is complete. Appointments are scheduled through the MSME office-you will receive an email with an appointment offer.

All emails will receive a response within 1 business day. Emailing your request provides a tracking mechanism for the member and for Medical Standards and is mandatory.

469's:

Medical Standards does not create exemption profiles. Service members must contact their PCM team to have a 469 initiated for mobility, duty, and fitness limitations.

Frequently Asked Questions:

How long does it take to get a 422 for Special Duty, Retraining or Guard/Reserves? It takes 5-7 business days once we receive the email request with all attachments requested.

What do I need for retirement? You will need to send your retirement memorandum from the Virtual MPF to the medical standards organizational email. All instructions will be provided to you within 1 business day.

What do I need to do for CONUS PCS? You do not need to clear Medical Standards for a stateside PCS.

What do I need for an Overseas PCS? Please see below for Korea. For other locations, please email your request to the org box. MSME will complete a record review on the service member. Please note for those with dependents: Exceptional Family Member program review is necessary-they are located in the main clinic. MSME does not clear family members.

What do I need to PCS to Korea? You will need to send your request to the org box. You will be instructed to make an appointment with your PCM.

I'm Army/Navy and need to clear for PCS/Sea Duty/Shore Duty, what do I do? Navy and Army overseas clearances require an appointment with the provider to fill out all of the physical paperwork PRIOR to request to MSME. Please bring the paperwork from your appointment to the MSME office. *Note we are NOT located in the main clinic. We are in Flight Medicine, building 527 on base.